DOCUMENT RESUME

ED 380 104 IR 017 033

TITLE	Libraries 2000: Allocation Plan for FY1995 LSCA Funds, Library Service and Construction Act. An Annual Outline and Description of Projects in Idaho Eligible under LSCA Titles I, II, and III.
INSTITUTION	Idaho State Library, Boise.
SPONS AGENCY	Department of Education, Washington, DC.
PUB DATE	Jan 94
NOTE	31p.
PUB TYPE	Reports - Descriptive (141)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Continuing Education; *Federal Aid; Financial Support; Library Cooperation; *Library Development; Library Planning; Library Services; *Program Descriptions; *Public Libraries; *Resource Allocation; Shared Library Resources; Staff Development; State Libraries; State Programs
IDENTIFIERS	*Idaho; *Library Services and Construction Act

ABSTRACT

The Idaho allocation plan for funds from the Library Service and Construction Act continues the emphasis on priorities listed in fiscal year 1994 and those that were described in the statewide plan for the years 1994 through 1998. These priorities are: (1) advocate for the creation of library districts with adequate tax support to serve the state's entire population; (2) strengthen cooperation and resource sharing among libraries, using technological assets in a coordinated and collaborative fashion; and (3) expand continuing education programs for library staff and governing boards. Five competitive projects are described that fall under Title I, Public Library Services. Ten projects, some of which overlap with Title I efforts, are described under Title III, Interlibrary Cooperation and Resource Sharing. A final project for public library construction is listed under Title II. Six appendixes list requirements for projects in specific areas and give the grant cycle timeline for the fiscal year. (SLD)

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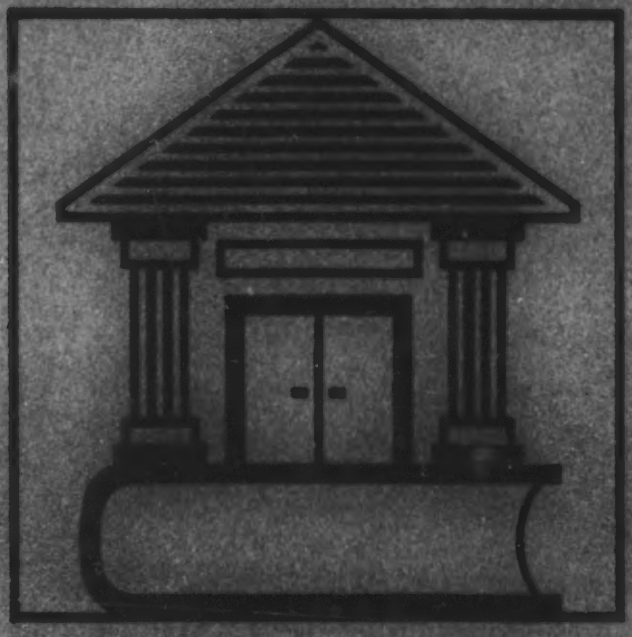
LIBRARIES 2000

Allocation Plan

for
FY1995 LSCA Funds
Library Service and Construction Act



An annual outline and description of projects in Idaho eligible under LSCA Titles I, II, and III.

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LIBRARIES 2000

ALLOCATION PLAN

FOR

FY1995 LSCA FUNDS

The printing and distribution of this publication was supported by the US Department of Education under the provisions of the Library Services and Construction Act (LSCA), administered in Idaho by the State Library.

Idaho State Library
325 West State Street
Boise, Idaho

January 1994

INTRODUCTION

"Libraries 2000: the Allocation Plan for FY1995 LSCA Funds" continues emphasis on the priorities of FY1994 and those that are described in the "Statewide Plan for Library Development, 1994-1998." Those priorities are:

- Advocate for the creation of library districts with adequate tax support to serve the entire population of Idaho. (See Project 2, Creating Library Districts Statewide.)

- Strengthen cooperation and resource sharing between libraries. In doing so, exploit available and developing technological assets in a coordinated, collaborative fashion. (See Project 3, Networking.)

- Expand continuing education programs for library staff and their governing boards. (See Project 1, Continuing Education.)

All other competitive applications will be considered under Project 4, Discretionary.

For the first time in FY1995, any library participating in projects under Title III, Interlibrary Cooperation and Resource Sharing, must meet Eligibility Requirements. The purpose of these requirements is to reinforce the concept that a library must reach a certain level before it has the capacity to be a full partner in a cooperative venture or resource sharing project. The "Eligibility Requirements for Library Services and Construction Act, Title III, Interlibrary Cooperation and Resource Sharing" are part of the LSCA Handbook.

Other factors to consider in developing an application for FY1995 funds include:

PLANNING. Public libraries applying for LSCA funds are required to describe how the proposed project relates to their selected roles, goals, and objectives. Academic, school, and special libraries are encouraged to do the same. All applications should cite the Statewide Plan for Library Development, 1994 - 1998.

COOPERATION. Because no library can meet all the needs of its patrons, there is a focus on cooperation between libraries to implement projects in Title I as well as in Title III. All other factors being equal, a cooperative project will be given higher consideration than a project involving a single library.

PRIORITIES. Each project is assigned a priority on a 1 to 3 scale. While the State Library considers the priority 1 projects to be most important, a well-developed grant application for a priority 2 or 3 project will receive higher consideration than a poorly-developed application for a priority 1 project.

TARGET LIBRARIES. A target group is defined for each project. This means that the project was developed primarily to meet the needs of libraries in the target group; others are eligible to apply. A well-developed grant application from a library outside the target group will receive higher consideration than a poorly-developed application from a library in the target group.

BUDGET REQUESTS. Although availability of local match may set limits on your request, the project budget should reflect what is needed to do the project well and to make a significant impact. LSCA grant administration requires time and accountability; smaller grant awards may not be worth that investment.

STATE LIBRARY CONSULTING STAFF. Requirements under project descriptions include contacting the appropriate State Library Consultant to discuss your project. Following is a list of the consultants and their phone numbers.

- Continuing Education Consultant (Project 1, Continuing Education, and Project 4, Discretionary):

  Gard Hanks, Boise 334-2153

- Public Library Consultants (Project 2, Creating Library Districts Statewide and, Project 4, Discretionary):

Northern Field Office (vacant)	882-5934
Frank Nelson, Idaho Falls, for eastern Idaho	525-7211
Marj Hooper, Boise, for southwestern Idaho	334-2153

- Networking Consultant (Project 3, Networking, and Project 4, Discretionary):

  Karen Starr, Boise 334-2153

- Health Information Consultant (Project 4, Discretionary):

  Nancy Van Dinter, Boise 334-2153

- Special Projects Consultant (Project 6, Statewide Reading Programs, and Project 4, Discretionary):

  Peggy McClendon, Boise 334-2153

- Building Consultant (Title II, Project 21, Construction)

  Marj Hooper, Boise 334-2153

- LSCA Grants Officer (grants administration)

  Pam Fonshill, Boise 334-2153

LIBRARIES 2000
ALLOCATION PLAN FOR FY1995 LSCA FUNDS

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LIBRARIES 2000
FY1995 LSCA ALLOCATION PLAN

TITLE I, PUBLIC LIBRARY SERVICES
TITLE III, INTERLIBRARY COOPERATION AND RESOURCE SHARING

COMPETITIVE PROJECTS

PROJECT #1, CONTINUING EDUCATION

Vision: The library community has opportunities for educational growth, skills enhancement, and personal enrichment through a statewide, coordinated continuing education program.

Status: Projects support the long range plan, "Into the Future: Continuing Library Education in Idaho; A Plan for 1992-1994."

Statewide Plan for Library Development: 1.20.35

A. **STAFF AND TRUSTEE DEVELOPMENT FOR INDIVIDUALS AND GROUPS.** This project results in an educational activity designed to meet the specific continuing education needs of a local library or consortium of libraries. Projects may be designed for individuals or groups. Applications will be accepted until reserved funds are expended.

Priorities for the project are:

1. to deliver professional level education to library decision-makers to meet a specific need of their libraries,
2. to encourage participation in library continuing education activities by those library decision makers who have not previously participated,
3. to provide locally available training to meet state-wide educational needs identified by the State Library, and
4. to raise the general level of library education for the staff members of Idaho's libraries.

Activities may include:

- correspondence courses
- first time attendance at a state, regional, or national conference
- staff exchanges
- internships at the State Library
- planned tours of libraries
- locally designed workshops
- group attendance at local continuing education activities
- local computer training for individuals or groups
- master of library science (MLS) scholarships (Title I only)
- other activities approved by the State Library Continuing Education Consultant

Priority: 1.

Applicants: Title I: Public Libraries. Title III: Academic, school, and non-profit special libraries.

Target Libraries: Eligible libraries that can demonstrate a specific library need for continuing education for paid staff or trustees.

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Project Budget: $15,000 in Title I ($7,500 for MLS scholarships) and $5,000 in Title III will be reserved for this project.

For MLS scholarship support, LSCA: $300 per semester, $1,000 for summer session; local match: all costs above the scholarship.

For all others, LSCA: 75% of the total project expenditures; local match: 25% of the total project expenditures. There is a minimum project size of $200 (LSCA award of $150). There is a maximum LSCA award of $750.

Requirements: The Intent to Apply form is not required for this project. However, applicants must contact the State Library Continuing Education Consultant by telephone before applying.

Applications for MLS scholarships are made by letter. The letter must be received at least 30 days before the end of the semester or summer session that the scholarship is for.

Applications for all other projects must be made on special application forms. Applications must be received at least 30 days prior to the initial date of the activity or by a deadline extension granted by the Continuing Education Consultant.

See Appendix A.

B. **SATELLITE DOWN-LINKING CAPABILITY.** This project results in public libraries obtaining the equipment necessary to receive satellite down-links of continuing education programs.

Priority: 2.

Applicants: Public libraries.

Target libraries: Public libraries with meeting rooms adequate to host group continuing education workshops.

Project budget: Approximately 15% of Title I funds available for competitive grants will be reserved for Satellite Down-linking, Resource Sharing, and Discretionary projects.

LSCA: 90%; local match: 10%.

Requirements: See Appendix A. Contact the Continuing Education Consultant for more information.

PROJECT #2, CREATING LIBRARY DISTRICTS STATEWIDE

Vision: All Idahoans have access to and make use of tax-supported public library services, and all public libraries have adequate tax support.

Status: The number 1 priority of the statewide plan for library development is to extend tax-supported public library services to all Idaho citizens and to consolidate existing libraries into jurisdictions large enough to support full library service. As of January 1994, approximately 21.6% of Idaho residents do not live in a library taxing jurisdiction.

Statewide Plan for Library Development: 1.10.1, 1.20.4

This project results in people who are not part of a tax-supported library jurisdiction receiving public library service through a demonstration project, and/or a library increasing its local tax base by consolidating with another library jurisdiction under the provisions of the Idaho Code.

Grant funds may be awarded in several ways:

- for a public library (city or district) to plan for a demonstration district and/or consolidation with other public libraries;
- for a public library (city or district) to implement a demonstration district and/or consolidation with other public libraries;
- for a newly established or newly enlarged library district to supplement first year operations prior to receipt of tax revenues.

Priority: 1.

Applicants: Title I: Public libraries.

Target libraries: Public libraries neighboring unserved areas and/or libraries that wish to consolidate into a larger jurisdiction.

Project budget: For planning projects, LSCA: 90%; local match: 10%. *Materials, supplies, and equipment purchased as part of a planning project must be matched LSCA: 75%; local match: 25%.*

For implementation projects, LSCA: maximum of .06% of assessed market value of the proposed district; local match: maintenance of financial support and demonstrated good faith effort to form the district by all participating libraries.

For first year operations projects, LSCA: 75%; local match: 25%.

Project budgets should be developed with guidance from your Public Library Consultant.

Requirements: See Appendix A, B, and others relevant to the individual project. Contact your Public Library Consultant to discuss your project.

PROJECT #3, NETWORKING

Vision: The State of Idaho helps support a multi-faceted network of libraries in which the inequities of distance, cost, geography, and jurisdiction are minimized to improve access to information and library services for every resident. Libraries of all types and in all parts of the state interact and cooperate in order to respond fully to the increasingly sophisticated information needs of their patrons.

Status: The need for cooperation among libraries to improve and extend services is identified in the Statewide Plan for Library Development, 1994-1998 and in the "Rural Library Services" report. A number of cooperative projects have been established throughout the state. The priorities of this project now include:

- planning for local area cooperative agreements,
- adding libraries to existing resource sharing programs,
- linking existing systems,
- developing library access to the Internet,
- exploring alternative methods for materials delivery, and
- cooperative collection development.

Statewide Plan for Library Development: 1.20.9-19, 3.10.1-4, 3.20.1-10, 3.30.3-9

A. **RESOURCE SHARING.** This project results in a group of libraries planning and/or implementing a formal resource sharing agreement or project.

Priority: 2 in Title I, 1 in Title III

Applicants: Title I: Two or more public libraries. Title III: A group of two or more different types of libraries: academic, school, non-profit special, and/or public.

For cooperative collection development projects, application must be from a library participating in a cooperative venture or library network that has developed a resource sharing policy framework and administrative structure. The framework and structure must be detailed in a long range planning document approved by the coordinating group and by the group member's respective boards.

Target libraries: Two or more libraries with service needs that can be addressed through a linking or resource sharing project.

Project budget: Approximately 15% of Title I funds available for competitive grants will be reserved for Resource Sharing, Satellite Down-linking, and Discretionary projects.

For planning projects, LSCA: 90% of the total project expenditures; local match, 10% of the total project expenditures. *Materials, supplies, and equipment purchased as part of a planning project must be matched LSCA: 75%; local match: 25%.*

For implementation projects, LSCA: 75%; local match: 25%.

Requirements: See Appendix A and others relevant to the individual project. Contact the Networking Consultant to discuss your project.

PROJECT #4, DISCRETIONARY

Vision: Libraries of all types plan and seek to implement innovative projects to improve services to their clientele.

Status: This project allows for locally generated projects to address patron needs. Priority will be given to projects that serve as a statewide model and that demonstrate resource sharing with other libraries and/or agencies. Funds are not available for ongoing operations, program maintenance, or replacement equipment or materials.

Statewide Plan for Library Development: any activity

This project results in a library or group of libraries planning and/or implementing an innovative, one-time, or pilot project that improves services to its clientele and relates to the "Statewide Plan for Library Development, 1994-1998."

Examples include planning for or implementing projects that address:

- marketing
- community development
- alternative delivery of services
- meeting state medians of service
- special populations
- literacy
- LaserCat and/or RECON

Priority: 3

Applicants: Title I: Public libraries. Title III: Academic, school, and non-profit special libraries.

Target libraries: Libraries with identified needs for patron services that can be addressed through cooperative projects, or with pilot projects that might serve as a model for the state.

Project budget: Approximately 15% of Title I funds available for competitive grants will be reserved for Discretionary, Satellite Down-linking, and Resource Sharing projects.

For planning projects, LSCA: 90% of the total project expenditures; local match, 10% of the total project expenditures. *Materials, supplies, and equipment purchased as part of a planning project must be matched LSCA: 75%; local match: 25%.*

For implementation projects, LSCA: 75%; local match: 25%.

Requirements: See Appendix A and others relevant to the individual project. Include in the application a description of how information about this project will be disseminated to the library community.

PROJECT #5, MURL

Vision: The state's largest public library is a leader in providing quality public library service and in promoting statewide resource sharing.

Status: This project is a priority in the Library Services and Construction Act and is part of the federal maintenance of effort requirement for the state.

Statewide Plan for Library Development: 1.50.1-2

This project results in Boise Public Library receiving assistance to serve as a statewide resource.

Priority: 1

Applicants: Title I: Public libraries that serve a population of at least 100,000.

Target libraries: Boise Public

Project budget: Total project of $24,300. LSCA: $18,200. Local match: $6,100.

Requirements: See Appendix A and others relevant to the individual project.

TITLE I, PUBLIC LIBRARY SERVICES
TITLE III, INTERLIBRARY COOPERATION AND RESOURCE SHARING

ISL-ADMINISTERED PROJECTS

PROJECT #1, CONTINUING EDUCATION

C. IMPLEMENTATION OF 1995 CE PLAN ACTIVITIES. This project results in the 1994 activities of the statewide Continuing Library Education plan being planned, scheduled, and held. It is administered by the State Library with the assistance of the Continuing Education Advisory Committee.

Priority: 1

Target audience: All types of non-profit libraries.

Project budget: LSCA Title I and III funds and state general account funds.

D. LIBRARY DEVELOPMENT DIVISION STAFF DEVELOPMENT. This project results in members of the Library Development Division improving their abilities to serve their clientele by participating in a continuing education activity.

Priority: 1

Target audience: Library Development Division staff.

Project budget: LSCA Title III and state general account funds.

PROJECT #3, NETWORKING

B. STATEWIDE SUPPORT. This project provides data and recommendations needed to develop and implement a statewide networking/resource sharing plan. Areas for research and implementation include:

- reciprocal borrowing and statewide library card,
- interlibrary loan reimbursement,
- statewide materials delivery, and
- survey of all Idaho libraries for baseline data.

Title III funds will also support the work of the Network Advisory Committee.

Priority: 1

Target audience: All types of non-profit libraries.

Project budget: LSCA Title I and III funds.

PROJECT #6, STATEWIDE READING PROGRAMS

Vision: All Idahoans have the literacy skills which enable them to access and use the information they need to develop their knowledge and potential - and that of their children - and to participate fully in society.

Status: This project enables public libraries to provide reading-related programs.

Statewide Plan for Library Development: 1.20.39, 1.32.1-4

Current statewide programs include:

- the statewide summer reading program for preschool and school age children provides affordable, quality program materials and program guidelines to over eighty libraries annually.
- Idaho Let's Talk About It reading and discussion programs for adults are coordinated statewide, providing speakers, books, and program materials to over thirty libraries annually.
- library literacy services are developed and strengthened through information and referral and consulting services; over 25 public libraries have implemented or are developing literacy services. Statewide coordination of adult literacy services is facilitated through support of the Idaho Coalition for Adult Literacy.

Priority: 1

Target audience: Public libraries.

Project budget: LSCA Title I and state general account funds.

PROJECT #7, TELEPHONE ACCESS TO THE STATE LIBRARY

Vision: There is an ongoing and accurate flow of information, using a variety of technologies, among all members of the Idaho library community.

Status: Toll-free telephone lines into the State Library offices have greatly increased the ability of public libraries to request assistance and information.

Statewide Library Development Plan: 1.40.1.4

This project provides toll-free telephone lines into the State Library Development Division, its two field offices, and the Reference Department for use by public libraries.

Priority: 1

Target audience: Public libraries.

Project budget estimate: LSCA Title I: $10,000.

PROJECT #8, CONSULTING SERVICES

Vision: All libraries receive the consulting services they need, and consultant staff responds to requests in a timely manner. Staff time is available to proactively develop new programs.

Status: Personnel in the two field offices are funded from the state general account; operating and capital expenditures are funded from LSCA. Staffing levels in the Development Division are inadequate to respond to all requests and to address program development pro-actively. Requests in the State Library's budget to fully support the field offices and for a fourth public library consultant have not been funded.

Statewide Plan for Library Development: 1.20.37-38

This project provides consultant staff for the state's public libraries, and is part of the federal maintenance of effort requirement. The field offices are crucial to the State Library's goal of strengthening local library services. Additional staff, either contract or permanent, may be funded under this project to meet current demand for services in problem-solving, program development, and staff development.

Priority: 1

Target audience: All public libraries.

Project budget: LSCA Title I and state general account funds.

PROJECT #9, PROGRAM AND SERVICE DEVELOPMENT

Vision: Ongoing planning results in new statewide library services and programs to respond to and anticipate the information needs of Idahoans.

Status: The "Statewide Plan for Library Development, 1994-1998" identifies a number of programs and services for development. Some LSCA funds are reserved each year to research and develop alternatives for potential statewide services and programs.

Statewide Plan for Library Development: 1.20.33-34, 1.40.1.1, 3.30.16-17

This project funds activities necessary to identify, develop, and initiate new statewide services and programs, such as task force meetings, studies, surveys, and area meetings. Potential projects for FY1994 include:

- needs assessment of children's services,
- statewide library promotion,
- libraries' role in economic development,
- state aid program for public libraries, and
- promotion of the concepts of intellectual freedom.

Priority: 1

Target audience: All Idaho citizens.

Project budget: LSCA Title I and III funds.

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PROJECT #10, SERVICES TO THE INSTITUTIONALIZED

Vision: Residents of the state's institutions have access to the same level of public library services as other citizens do.

Status: This is a priority in the Library Services and Construction Act and is part of the federal maintenance of effort requirement.

Statewide Plan for Library Development: 1.33.1-4

This project results in improved services to residents of the state's six institutions.

Priority: 1

Target audience: Libraries in the 6 state institutions.

Project budget: $16,620 have been reserved from FY1994 Title I funds to be spent by institutional libraries in FY1995. Institutional match: 25% of the total project expenditures.

PROJECT #11, SERVICES TO THE BLIND AND PHYSICALLY HANDICAPPED

Vision: Idaho citizens that are unable to use standard print materials have easy access to a wide range of library materials in alternative formats.

Status: This is a priority in the Library Services and Construction Act and is part of the federal maintenance of effort requirement.

Statewide Library Development Plan: 1.34.1-3

This project results in improved library services to Idaho citizens with sight impairments or physical handicaps which prevent them from using standard print materials.

Priority: 1

Target audience: Blind and physically handicapped citizens in Idaho.

Project budget: State general account funds.

PROJECT #12, STRENGTHENING STATE LIBRARY SERVICES

Vision: The State Library leads the way in meeting the needs of Idahoans for library services, facilities, and resources.

Status: The "Statewide Library Development Plan, 1994-1998" recommends strengthening the State Library so it can better fulfill its leadership role in improving library services in Idaho.

Statewide Library Development Plan: 1.40.1-2

A. STATE LIBRARY CLIENTELE. This project results in improved library services to the State Library's clientele. Except for special, one-time projects, these services are funded from the Idaho state general account to meet the federal maintenance of effort requirement.

Priority: 1

Target audience: The State Library's primary clientele (Idaho libraries, state employees, and blind and physically handicapped citizens).

Project budget: State general account funds.

B. INFORMATION OFFICER. This project funds an Information Officer at the State Library to improve the flow of information to the library community and to implement a statewide library promotion.

Priority: 1

Target audience: All libraries.

Project budget: LSCA Title I and state general account funds.

C. EVALUATION. Both the Idaho library community and the services of the State Library have changed and grown since the 1986 Strategy Study. The State Library will commission an evaluation of its services to the library community; it will focus on the perceptions members of the library community have about the agency's effectiveness.

Priority: 1

Target audience: All libraries and public library boards.

Project budget: LSCA Title I and III funds.

PROJECT #13, ADMINISTRATION

Vision: The LSCA grant program is easy to participate in and beneficial for all types of libraries. A variety of projects that benefit people locally and statewide are implemented with LSCA funds.

Status: LSCA administrative costs are considered part of the program and will continue to be funded by LSCA.

Statewide Library Development Plan: 1.60.1-8

A. ADMINISTRATION. This project supports the cost of administering the state plans submitted and approved under LSCA, statewide planning for and evaluation of library services, dissemination of information concerning LSCA, and activities of advisory groups related to LSCA in Idaho.

Priority: 1

Target audience: All participants in the LSCA grant program.

Project budget estimate: LSCA Title I funds.

B. GRANTS OFFICER. This project funds a Grants Officer to coordinate the LSCA program for the state and to monitor both state and subgrantee projects for compliance with appropriate rules and regulations.

Priority: 1

Target audience: All participants in the LSCA grant program.

Project budget estimate: LSCA Title I funds.

TITLE II, PUBLIC LIBRARY CONSTRUCTION

COMPETITIVE PROJECTS

PROJECT #21, PUBLIC LIBRARY CONSTRUCTION

Vision: All public libraries have excellent, inviting facilities.

Status: A 1989 public library facilities survey showed that of 124 buildings, only 56% were originally built as libraries and 53% were built more than 20 years ago. Recent developments in technology and compliance with the Americans with Disabilities Act (ADA) have added further to the inadequacy of library facilities. Since 1990, LSCA has funded 5 construction projects in Idaho, making only a small dent in the need.

Statewide Plan for Library Development: 2.10.1-8

This project is administered on a different timeline than Titles I and III (see Appendix F, FY1995 LSCA Grant Cycle Timeline.

This project provides funds to improve the physical facilities of Idaho's public libraries. Eligible projects, in order of priority (based on the 1989 facilities survey) are:

1. new buildings
2. remodeling for new space
   a. conversion of existing facilities into library facilities
   b. remodeling of existing library facilities along with expansion
3. remodeling for handicapped access and to meet the provisions of the Americans with Disabilities Act (ADA)
4. remodeling current library facilities
5. remodeling to accommodate new technologies
6. remodeling for energy conservation
7. purchase of existing historic buildings for conversion to public library space

Applicants: Public libraries

Target libraries: Public libraries that have need for improvement in their facilities and have a written building program.

Project budget: Approximately $150,000 in LSCA available. LSCA: maximum of 50% of the total project costs. Local match: minimum of 50% of the total project costs. In-kind match and donations are allowable.

Requirements: Matching funds must be on hand within 12 months, and construction must begin within 18 months of the date of the grant award. The applicant library must have a written building program accepted by the State Library at least 60 days prior to the deadline for receipt of the preliminary application for Title II.

See Appendix F for the Title II timeline. Contact the State Library Building Consultant and see the current LSCA Handbook for Title II for more information.

APPENDIX A

GENERAL REQUIREMENTS FOR ALL PROJECTS

1. ELIGIBILITY FOR APPLICATION

A. A public library applicant must meet the Eligibility Requirements for LSCA. A public library that does not meet the Eligibility Requirements may participate in a cooperative project but may not be the applicant. See the complete list of Eligibility Requirements (revised 2/93) in the LSCA Handbook for Titles I and III.

B. All types of libraries must meet the Eligibility Requirements for LSCA Title III, Interlibrary Cooperation and Resource Sharing (adopted 3/94) to participate in a Title III project. See the complete list of eligibility requirements for Title III applicants and participants in the LSCA Handbook for Titles I and III.

2. LSCA AND LOCAL EXPENDITURES

A. The grant recipient must not spend fewer local funds (ad valorem tax revenues) on library operations in FY1995 (10/1/94 - 9/30/95) than it did in FY1994 (10/1/93 - 9/30/94).

1. An exception to this requirement may be granted if the library receives fewer tax revenues in FY1995 due to a decrease in assessed valuation in its jurisdiction. In such a case, the requirement for expenditure of local funds (ad valorem tax revenues) will be reduced in the same percentage that assessed valuation decreased.

2. Failure to meet this requirement may result in the grant recipient receiving lower priority in future LSCA grant cycles until the funding is restored to pre-grant levels.

B. The federal government identifies certain types of expenses that are allowable under LSCA, some that may be allowable, and others that are ineligible. See OMB Circular A-87, "Cost Principles for State and Local Governments," for more information.

3. MATERIALS, EQUIPMENT, SUPPLIES, AND PERSONNEL

A. All equipment purchased as part of an LSCA project is considered to be the property of the grant recipient. The grant recipient has the responsibility for installation, maintenance, repair, and ongoing operation of the equipment, and for maintaining adequate inventory records.

B. Purchase of equipment should not be the goal of an LSCA project, but one step in reaching an objective. Purchase of replacement equipment is not an eligible project.

C. Unless otherwise stated in the project budget, all materials, supplies, and equipment purchased as part of an LSCA project (including planning projects) must be matched with at least 25% in cash rather than with in-kind contributions such as staff time.

D. LSCA funds can only be used to pay personnel costs for hours worked above and beyond current workload, or for a new employee hired specifically for the grant project.

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4. ONGOING COSTS AND PROGRAMS

A. All program costs (operation and maintenance of equipment, supplies, subscription renewal, audits, etc) required after the project year are the responsibility of the grant recipient.

B. Grant funds must not replace local funds (ad valorem tax revenues) that have been expended for the same purpose, such as for staff, materials, or equipment.

C. Applications to continue existing projects or services may be given a lower priority.

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5. TRAINING

Project-related training will not be provided by the State Library unless it is noted in the project description. Training needs should be addressed in the application.

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6. PROJECT EVALUATION

Each application must include an evaluation component describing what will be evaluated, how, when, and how the evaluation relates to the project objectives. This evaluation is normally designed and conducted by the grantee.

Because the State Library has a responsibility for monitoring LSCA grant projects, we will select several projects each year for peer review. The peer review process for each project will be developed by the State Library staff in collaboration with the grantee and funded by the State Library's grants administration project. The peer review will be conducted by an outside evaluator.

APPENDIX B

REQUIREMENTS FOR PROJECTS CREATING LIBRARY DISTRICTS STATEWIDE

The provisions of Idaho Code Title 33, Chapters 26 and 27, apply to these projects.

1. PLANNING FOR A DEMONSTRATION DISTRICT OR A CONSOLIDATION

A. The applicant must be a legally constituted district or city library.

B. The following activities should take place in the planning year. Address each one in the application, along with any other activities you've identified.

1. Establishment of a planning committee
2. Consideration of boundaries of the proposed entity
3. Estimated assessed valuation and population of the proposed entity
4. Process for identifying stakeholders (individuals and groups with a stake in the project's outcome)
5. Development of a plan for promoting the proposed entity
6. Proposed site visits to other successful demonstration district or consolidation projects
7. Estimated income and expenditures, with amount, source, and timeline, for three years of the proposed entity
   a. Implementation year,
   b. First year as a new or expanded district, and
   c. Second year as a district
8. Identification of next steps which will result from the planning process. Examples of next steps include, but are not limited to:
   a. Development of the grant application for the implementation year. Elements of the application will include:
      1. Goal of implementation project
      2. Objectives
      3. Activities
      4. Evaluation
      5. Budget
      6. Timeline
   b. A report which explains why the proposed consolidation or demonstration will not be pursued at this time.

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2. DEMONSTRATION DISTRICT - ANNEXATION

A. The project applicant must be a legally constituted district library.

B. The following information about the area to be served must be included in the application:

1. Boundaries

2. Population of the unserved area (minimum of 500 people) and of the proposed enlarged district, with source of data (1990 census or current data from the Idaho Department of Commerce)
   NOTE: Number of unserved people added will be a factor in evaluating the project application. An explanation of why the area(s) were selected will be helpful.
3. Assessed valuation (Tax Commission estimate) of the unserved area and of the proposed enlarged district
4. Purpose of the project; why you want to do this
5. Objectives of the demonstration
6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided
7. Date of election (see Idaho Code 34-106, limitation upon elections)

C. The application must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. In order for funds to be awarded, the application must include a letter from the county commissioners in the county(ies) involved. The letter must state that the commissioners agree to hold an election or agree to honor a successful petition concerning the annexation prior to the end of the project year.

E. If the annexation is successful, the enlarged district may apply to the State Library in FY1996 under the project for first year district operations to serve previously unserved members of the district. Approval of such an application is not automatic and will be subject to the same conditions and the same competitive process as other LSCA grant applications. See below for First Year District Operations project requirements.

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3. DEMONSTRATION DISTRICT - ESTABLISHMENT

A. The applicant must be a legally constituted library that receives public funds.

B. The following information about the area to be served must be included in the application:

1. Boundaries
2. Population of the proposed district, with source of data (1990 census or current data from the Idaho Department of Commerce). According to Idaho Code 33-2703(5), the new district must have a population of at least 1,500 people
3. Assessed valuation (Tax Commission estimate) of the unserved area and of the proposed enlarged district. According to Idaho Code 33-2703(5), the new district must have an annual budget of at least $25,000 from ad valorem revenues
4. Purpose of the project; why you want to do this
5. Objectives of the demonstration
6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided
7. Date of election (see Idaho Code 34-106, limitation upon elections)

C. The application must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of

district operations if the demonstration district or consolidation is successful.

D. In order for funds to be awarded, the application must include a letter from the county commissioners in the county(ies) involved. This letter must state that the commissioners agree to hold an election to establish a library district prior to the end of the project year. The application must also include a letter from the council of each city located in the proposed district. The letter(s) must state that the council(s) agree to include the city electors in the election.

E. If the establishment is successful, the new district may apply to the State Library in FY1996 under the project for first year district operations. Approval of such an application is not automatic and will be subject to the same conditions and the same competitive process as other LSCA grant applications. See below for First Year District Operations project requirements.

F. The board of a library district formed as a result of this project will be required to:

1. Levy initially for maintenance and operations at .06% per dollar of assessed market value, or levy at a rate not more than the legal limit which yields at least $15.00 per capita and the minimum annual budget of at least $25,000 from ad valorem revenues (Idaho Code 33-2703(5)). Bonds (Idaho Code 33-2728) and levies for start-up costs (Idaho Code 33-2724) and plant facilities (Idaho Code 33-2729) may be used in addition to the levy for maintenance and operations.
2. New districts serving 10,000 people or more must hire a director with an MLS. A waiver may be granted by the Idaho State Library for extenuating circumstances. To request a waiver, the new library district board must submit a description of the extenuating circumstances to the State Library Board within 12 months of the district establishment.

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4. CONSOLIDATION OF DISTRICT LIBRARIES

A. The application must be made jointly by the library boards proposing to consolidate.

B. The following information about the proposed new district must be included in the application:

1. Boundaries
2. Population of the proposed new district, with source of data (1990 census or current data from the Idaho Department of Commerce). According to Idaho Code 33-2703(5), the new district must have a population of at least 1,500 people
3. Assessed valuation (Tax Commission estimate) of the proposed new district. According to Idaho Code 33-2703(5), the new district must have an annual budget of at least $25,000 from ad valorem revenues
4. Purpose of the project; why you want to do this
5. Objectives of the consolidation
6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided to all parts of the proposed new district

C. The application must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. The boards involved in the project must sign a contract for joint services by the end of the first quarter of the project. The boards must also agree to meet jointly to discuss consolidation at least twice during the project year. Prior to the end of the project year, the library boards must vote on the question of consolidation.

E. If the consolidation is successful, the consolidated district may apply to the State Library in FY1996 under the project for first year district operations. Approval of such an application is not automatic and will be subject to the same conditions and the same competitive process as other LSCA grant applications. See below for First Year District Operations project requirements.

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5. CONSOLIDATION OF DISTRICT AND CITY LIBRARIES

A. The application must be made jointly by the library boards proposing to consolidate.

B. The following information about the proposed enlarged district must be included in the application:

1. Boundaries
2. Population of the proposed enlarged district, with source of data (1990 census or current data from the Idaho Department of Commerce)
3. Assessed valuation (Tax Commission estimate) of the proposed enlarged district
4. Purpose of the project; why you want to do this
5. Objectives of the consolidation
6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided to all parts of the proposed enlarged district
7. Date of election (see Idaho Code 34-106, limitation upon elections)

C. The application must explain how the grant funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. The boards involved in the project must sign a contract for joint services by the end of the first quarter of the project. The boards must also agree to meet jointly to discuss consolidation at least twice during the project year.

E. The application must include letters from the city council(s) and the district library board(s) involved that state they agree to hold an election on the question of consolidation prior to the end of the project year.

F. If consolidation is successful, the consolidated district may apply to the State Library in FY1996 under the project for first year district operations. Approval of such an application is not automatic and will be subject to the same conditions and the same competitive process as other LSCA grant applications. See below for First Year District Operations project requirements.

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6. FIRST YEAR OPERATIONS - NEW OR ENLARGED DISTRICT

A. The application must be made by a library involved in an annexation, establishment, or consolidation project during 1994. If the application is submitted prior to the election or decision to consolidate, consideration of the application will be contingent upon the outcome of the election or decision.

B. The following information about the proposed new or enlarged district must be included in the application:

1. Population of the proposed district, with source of data (1990 census or current data from the

Idaho Department of Commerce)

2. Assessed valuation (Tax Commission estimate) of the proposed or new district, and the amount of ad valorem revenue that will be generated by a .06% levy

3. Benchmarks, major accomplishments, major changes in the demonstration district or consolidation implementation project to date

4. All sources of funding, including the amounts from each expected to be available during the project year and when (city, levy for start-up costs, tax anticipation notices, grants, etc)

5. The major objectives, strategies, and activities planned for the new district's first year

6. If applicable, how the requirement to hire a director with an MLS will be met

7. The process and timeline for developing district administrative structure, policies, and procedures

8. The process and timeline for developing or updating a long range plan for the proposed district (following the outline in the Eligibility Requirements for LSCA) by the end of the project year

C. This alternative under Creating Districts Statewide may not be offered in FY1996, or the local match may be increased to 50%. Other sources of funds are available for first year operations of a new or enlarged district (see Idaho Code 33-2724, general preliminary expenses for newly created library districts, and Idaho Code 63-3102, revenue anticipation notes for taxing districts) and must be considered by any new or enlarged district.

APPENDIX C

REQUIREMENTS FOR PROJECTS INVOLVING COLLECTION DEVELOPMENT

1. COLLECTION DEVELOPMENT POLICY

A. A written collection development policy is a requirement for a collection development project being applied for by a public library. To be accepted, the policy must address the elements listed in the "Collection Development Policy Outline" (available from the State Library) and be approved by the governing body of the library.

B. For cooperative collection development projects, the participating libraries must develop, as a group, a separate written collection development policy statement addressing the specific area(s) to be developed as part of the project. To be accepted, the policy must address the elements listed in the "Collection Development Policy Outline" and the "Cooperative Collection Development Checklist" (available from the State Library) and be approved by the governing bodies of the participating libraries.

C. To get the policy accepted by the State Library:

1. If the applicant has a new policy in place, it should be submitted with the grant application. An applicant with a policy already accepted by the State Library for previous collection development grants should state so in the application and does not need to submit another copy.
2. If the applicant does not have a policy in place at the time of application, the development of the policy must be a part of the grant activity. The policy must be submitted no later than with the second quarterly report on the project.

2. RESOURCE SHARING

The grant recipient agrees to make available for loan without charge to other Idaho libraries all items purchased under this project except for reference items and other items for which circulation is normally restricted by the recipient (for example: not loaned, loaned for shorter loan periods, not renewable, etc.).

If the grant recipient has its records in WLN, it agrees to add records for the items acquired through its FY1995 collection development grant to the database. WLN processing costs may be part of project expenses. See Appendix D.

3. OUTPUT MEASURES

Applications should include use of relevant output measures to help document need and to provide benchmarks for the success of the project.

APPENDIX D

REQUIREMENTS FOR PROJECTS PRODUCING MACHINE READABLE RECORDS

1. RESOURCE SHARING

A. There must not be any legal restrictions which would prohibit the use of the records in, for example, statewide union catalogs, regional union lists, or public access catalogs shared locally among several libraries.

B. Access to the records created under LSCA projects shall be freely given for any non-profit cooperative library venture, the aim of which is to extend and improve library services within the state.

C. The grant recipient agrees to make available for loan without charge to other Idaho libraries all items represented by records created under LSCA projects except for reference items and other items for which circulation is normally restricted by the recipient (for example: not loaned, loaned for shorter loan periods, not renewable, etc.).

2. RECORD QUALITY

A. The machine-readable records created must be in USMARC format. The full or formal record structure underlying USMARC is established as ANSI Z39.2. If a system can not accept USMARC input and generate USMARC output in machine-readable form, the system is not USMARC-compatible.

B. The grant recipient agrees to maintain the integrity of records added to WLN for at least one year beyond the end of the grant project. This includes:

1. notifying WLN promptly if an item indicated as held by the library is no longer in its collection,
2. notifying WLN promptly if an item's call number has been changed by the library, and
3. paying the cost of making the change in the database.

APPENDIX E

REQUIREMENTS FOR PLANNING PROJECTS UNDER NETWORKING OR DISCRETIONARY

The following activities should take place in the planning year. Address each one in the application, along with any other activities you've identified.

1. Establishment of a planning committee

2. Process for identifying stakeholders (individuals and groups with a stake in the project's outcome)

3. Proposed site visits to other successful projects that are similar to your project

4. Evidence of board approval from all libraries involved in the planning process

6. Products which can result from the planning process include, but are not limited to:

   A. For networking or cooperative ventures, the development of a long range planning document. Elements in the plan will include:

      1. Description of the community(ies) or geographical region the plan will serve
      2. Roles of the network or cooperative venture
      3. Mission statement
      4. Goals (service and management)
      5. Objectives
      6. Activities
      7. Statement describing the annual process for reviewing and updating the plan

   B. For networking or cooperative ventures, the development of agreements, guidelines, and policies to support the organizational structure of the network or cooperative including one or more of the following agreements:

      1. Joint exercise of powers (Idaho Code Section 67-2328)
      2. Reciprocal borrowing
      3. Materials delivery system
      4. Cooperative collection development
      5. A withdrawal clause from the agreement

   C. Development of the grant application for the implementation year. Elements of the application will include:

      1. Description of the community the project will serve
      2. Library(ies) roles the project will fulfill
      3. Library(ies) mission the project will fulfill
      4. Goal of the implementation project
      5. Objectives
      6. Activities

7. Evaluation
8. Budget
9. Timeline

D. A plan for which the library(ies) will not seek LSCA funding. Elements in the plan will include:

1. Description of the community the plan will serve
2. Library(ies) roles the plan will fulfill
3. Library(ies) mission the plan will fulfill
4. Goal(s)
5. Objectives
6. Activities
7. Evaluation
8. Budget
9. Timeline

E. A report which explains why the original idea/concept will not work including the reasons justifying that conclusion/decision.

APPENDIX F

FY1995 LSCA GRANT CYCLE TIMELINE

Week	Date	Activity
		• Advisory Council reviews and comments on FY1995 Allocation Plan
	Jan 21, 1994	• Idaho State Library (ISL) Board meeting to approve the FY1995 Allocation Plan
2	Feb 4	• Titles I, II, and III invitations to apply mailed
12	April 15	• Title II written building program deadline for acceptance • Intent to Apply deadline for Title I and Title III projects; staff review begins
13-14	April 18-29	• Title II informational meetings
21	June 17	• Title II preliminary application deadline; staff review begins
23	July 1	• Application deadline for Title I and Title III projects; staff review begins • FY95 Annual Plan submitted to Washington, DC (tentative)
26-27	July 18-29	• Advisory Council/staff visits to Title II sites
28	August 1-2	• Advisory Council meeting to review Title II preliminary applications, Titles I/III applications, and evaluate FY94 program
31	Aug 26	• ISL Board meeting to approve Title II preliminary applications and Titles I/III applications • Invitations for full Title II application mailed
45	Dec 2	• Titles I/III projects begin • Title II application deadline; staff review begins; plans submitted for architect review
48	Dec 23	• FY94 Annual Report submitted to Washington, DC
50	Jan 2, 1995	• Title II projects submitted to US Dept of Education
54	Jan 31	• Title II grants awarded by State Librarian